



**Corporate Services
Wellbeing Safety & Health**

Head of Occupational Health Service

The University of Leeds is one of Britain's most respected Universities and we're delivering an occupational health service to match, ensuring the health and wellbeing of our 7,500 staff as well as some services to postgraduates.

This is a great opportunity for an experienced manager with a background in occupational health practice, to drive forward the framework for Workplace Health which has a strong focus on ill health prevention and early intervention.

Reporting to the Director of Well Being, Safety and Health, you will be responsible for ensuring the delivery of an Occupational Health Service focused on the prevention of work based ill health, and the delivery of swift interventions in response to staff ill health. At the same time you will work across the University, with managers, to promote a change in culture in accordance with our focus on prevention, supporting and equipping staff to fulfill their health responsibilities. You will be responsible for delivering the Occupational Health Service through an established team of two occupational health nurses, counsellors, administrators and the occupational health physician and lead on the annual accreditation of the Safe Effective Quality Occupational Health Service (SEQOHS). You will also line manage the Staff Counselling and Psychological Support Service (SCPSS).

Key to our ambitions will be to continue to effectively manage the Occupational Health Service within the recently attained accreditation for SEQOHS. This will require balancing the delivery of core ill health, assessment and surveillance activity with the delivery of, and support for, prevention. You will work with the occupational health physician and key personnel in the implementation of a new patient database.

Good communication and strong leadership will be essential, as our vision will only be secured through the development and maintenance of close and flexible working relationships with University managers, including our colleagues in human resources and health and safety.

University Grade 9 (£47,328 - £54,841 p.a)

**Informal enquiries may be made to Gary Tideswell, tel +44 (0)113 343 6033,
email g.tideswell@adm.leeds.ac.uk**

Closing Date: 30 January 2015

Interviews are expected to be held on Monday 2 March 2015

Ref: CSHSW1001

Click here for further information about working at the University of Leeds
www.leeds.ac.uk/info/20025/university_jobs

Job Description

Responsible to: Director of Well Being, Safety and Health

Supporting: University Occupational Physician

Responsible for: Occupational Health Service Team

Main duties and responsibilities

The post of Head of Occupational Health balances a clinical, managerial and strategic role and is key in maintaining the professional reputation that the Occupational Health Service holds in the University. The post will require the continued delivery of an Occupational Health Service which is customer orientated, flexible and proactive, in line with the University's identified needs and responsive to its aims and culture.

- To manage and be accountable for the delivery of the Occupational Health Service, including SCPSS, with the University Occupational Health Physician and the Director of Wellbeing, Safety and Health.
- To lead on the services contribution to the University strategy and programme in relation to wellbeing.
- To act as the main professional point of reference for colleagues throughout the University.
- To act as principle point of contact for the Director of Wellbeing, Safety and Health within the Occupational Health Service.
- To undertake the day to day management to ensure service delivery of coordinating activities, managing the team, managing the budget and the allocation of resources, managing IT and providing first line case management and the triaging of referrals.
- To report to, in the first instance, the Director of Wellbeing Safety and Health on the delivery of the service, providing the necessary reports and statistics in relation to service activities.
- To work closely with the Occupational Physician to ensure the delivery of appropriate clinical standards for the service and the University, including the development of policies and guidance.
- To ensure the delivery of a service which balances the delivery of clinic based activity (the delivery of clinics for clients assessing their condition and providing them and/or HR with advice) and health surveillance with school and service based support.
- To ensure that protocols and procedures relating to clinical work are developed and maintained, and that robust administrative processes are in place to ensure that the service fully complies with published standards of good professional practice, data protection legislation, health and safety legislation etc.
- To combine the role of service manager with that of lead nurse practitioner.
- Monitoring the performance of the team including occupational health nurse manager, administrative and clerical staff, identifying opportunities for staff learning and development.
- To ensure the provision of support, training and advice to University managers, equipping and supporting them to pro-actively meet their responsibilities for the health of their staff.

- To identify training and development needs and to plan delivery for line managers, support professionals and their own staff from across the University, including first aid training.
- To communicate and drive the proactive approach to occupational health, working within the SEQOHS Accreditation process.
- To secure and maintain relationships with University managers, including human resources and health and safety colleagues, which equip them with the skills and knowledge necessary to deliver a preventative approach to occupational health and which secure swift referral, early intervention and, more generally, ensure productive working relationships.
- Management of the health surveillance programme under the supervision of the occupational health physician, as required by legislation, to control the effects of work on health and health on work and to make recommendations as appropriate.
- Conducting, or ensuring the provision of, health assessments and health surveillance of staff exposed to health hazards, this will include staff who handle hazardous substances such as sensitisers, those who may be exposed to microbiological hazards, assessments of food handlers or night workers and making recommendation to individuals, HR, line managers and H&S as appropriate.
- To lead on return to work system development and delivery in line with standards developed by the University Occupational Physician.
- Identifying and referring clients to the OH physician, ensuring the quality and appropriateness of referrals.
- To develop and maintain networks among higher education occupational health departments and other external agencies such as the HSE and the NMC.
- To oversee the use of the executive authority vested with Officers of the Service to ensure appropriateness of actions and the prompt response to unsafe or unhealthy conditions, plant or equipment.
- To adjudicate in matters of use of executive authority and other complaints and to pass on, in appropriate cases, to the Director of Well Being Safety and Health.
- To develop and deliver, where relevant, (in conjunction with the Health and Safety Audit Manager) an audit programme in relation to health risk and the management of said risk.
- To deputise for the Director of Wellbeing, Safety and Health as required.
- To undertake any other duties relevant to the post and commensurate with the level of responsibility.
- Any other duties as may reasonably be required, consistent with the grade of the post

Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - <http://jobs.leeds.ac.uk> - to allow staff to apply for wider career development opportunities.

University Values

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

Person Specification

Essential

- Minimum of Diploma in Occupational Health
- Current NMC registration
- Extensive post registration practice experience
- Extensive experience practicing in an occupational health service environment, defining service standards and managing change
- Significant experience in managing sickness absence and rehabilitation
- Experience of pre-employment screening and immunisation
- Knowledge of current legislation relating to occupational health and clinical practice eg department of Health guidelines and health and safety legislation
- Sound knowledge of The Equality Act and its implementation, especially in relation to disability in the work place
- Evidence of up to date knowledge of professional issues and occupational health policy and practice together with a commitment to continuing CPD
- Proven ability to formulate, advise and make decisions on complex policy issues
- Excellent planning and organisational skills with demonstrable experience of managing competing demands in a pressurised environment
- Flexible and approachable with demonstrable experience of dealing with clients at all levels and the ability to handle difficult situations
- Ability to deal sensitively but pragmatically with vulnerable people
- Proven ability to manage budgets
- Experience of managing a team of health professionals evidence of team building, collaborative leadership and achieving results as part of a team
- Experience of representing Occupational health service on committees (internal and external)
- Demonstrable experience of working across organisations to develop and maintain effective working relationships
- Experience of working with a patient data base and ability to collate relevant KPIs and interpret and report on outcome measures
- Excellent verbal and written communication and presentation skills

Desirable

- Degree in Health Related Subject
- H&S qualifications e.g. ISOH
- Experience of delivering of health promotion programmes
- Experience of clinical audit, preparing for and working with SEQOHS Accreditation process
- Engagement in research and quality assurance programmes and able to demonstrate research based evidence in support of occupational health practice

Additional Information

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr

The Partnership

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

Disclosure and Barring Service checks

This post falls under the remit of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As such, all applicants are required to declare any convictions, cautions, reprimands and warnings, including any pending criminal proceedings and those which would otherwise be considered 'spent' under the 1974 Act. However, amendments to the Exceptions Order 1975 (2013) provide that certain 'spent' convictions and cautions are now 'protected' and are not subject to disclosure, and cannot be taken into account by employers. Guidance and criteria on the 'filtering' and 'protection' of offences can be found on the Disclosure and Barring Service website <https://www.gov.uk/government/organisations/disclosure-and-barring-service> and at http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

Declarations of any such information as described above, should be made in the 'other personal details' section of the application form and details sent to the Recruitment Officer at disclosure@leeds.ac.uk.

Enhanced Disclosure from the Disclosure and Barring Service (DBS) is required for this position. The successful applicant will be required to give consent for the University to check their criminal record status through independent verification (from the DBS). Information will be kept in strict confidence. Your offer of appointment will be subject to the University being satisfied with the outcome of these checks.

Disabled Applicants

The post is located in the Willow Terrace. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.